

Capitol Campus Use Rate Schedule

Effective through June 31, 2013

For more information see the [Capitol Campus User's Guide](#)

Rates

Activity Permit Application

| <i>Permit Type</i> | <i>Rate</i> |
|-----------------------------------|-------------------|
| Free Speech and Assembly activity | No charge |
| Government activity | No charge |
| Private or Commercial activity | \$75 per activity |

Campus Access Charge

(includes opening/closing the venue and standard garbage/recycling services during business hours)

| <i>Permit Type</i> | <i>Rate</i> |
|--|---------------------------------------|
| Free Speech and Assembly activity | No charge |
| Government activity | No charge |
| Private (public access is restricted) or Commercial activity | \$50 per hour (up to 5,000 people) |

Additional Services

(includes barricading, electrical, carpentry, grounds work, changes to existing rooms or area layouts, and after-hours staff)

| <i>Blended Services</i> | <i>Cost</i> |
|-------------------------|---------------|
| Normal business hours | \$65 per hour |
| After-hours | \$85 per hour |

Special Conditions

| <i>Type</i> | <i>Rate</i> |
|--|--|
| Alcohol Use | \$150 per event |
| Reserved Parking | \$1.50/hour per metered parking stall |
| Structures (e.g. tents, canopies, stages, rides, and other similar structures) | Small structures (less than 400 sf each) = \$50 per structure (Private and Commercial only. No charge for Government or Free Speech.) |
| | Large structures (more than 400 sf each) = \$250 per structure |

Frequently asked questions

When are charges due?

- Your permit application charges must be paid before we will issue you a permit;
- Deposits must be paid within two working days after your permit is issued;
- All other charges must be paid at least two working days before the start of your activity. Government agencies will be invoiced.

How are charges determined?

- Charges are based on your activity type(s) and any services or amenities that we provide to you. A \$65 deposit is required when you schedule additional services.

How can I pay?

- Business or personal checks at our office in the Legislative Building on the Capitol Campus. Our office is located just inside the SE entrance near the corner of Sid Snyder Avenue and Cherry Lane SW;
- Credit cards at our Finance Office in room 303 of the General Administration Building located at 210 11th Avenue SW, Olympia, WA;
- Government agencies will be invoiced.

Do I get a refund if my activity is cancelled?

- Application charges are non-refundable. All other payments will be refunded less a one hour service charge (\$65) if cancelled within two working days before the start of your activity.

History

Amended:

January 7, 2013 – transitioned from Department of General Administration to Department of Enterprise Services

September 2, 2011 – Revised the rate structure.

January 14, 2011 – Clarified rates for structures (tents, canopies, stages, and other similar structures.

November 22, 2010 – Changed the tent rate structure from per day to per event.

October 1, 2010 – Added question and answer section, revised rates

Supersedes:

Department of General Administration policies and related documents

Original Effective Date:

January 7, 2013

To obtain a copy of a historical policy, e-mail the DES Policy Office at policy@des.wa.gov

FEEDBACK

Did this rate schedule successfully answer your questions? Please send your comments to policy@des.wa.gov.